

CONFIDENTIAL

Report for Week Ending 6 June 1956
from
FORMS MANAGEMENT BRANCH

Numbered Projects

4-85 - Information Report Study []

25X1A9

a. \$90,000.00 Annual Savings Predicted

New teletype dissemination forms (1K, 1K-1 and 1K-2) and procedures installed 4 June will save Area Divisions of DD/P an estimated 19,600 man hours valued at \$90,000.00. The annual creation and dissemination of one half million record copies of 5500-6000 CS Follow-up Information Reports to a similar number of PD Reports will also be prevented. Many other less tangible benefits will also be realized. A more detailed report on this phase of the project will be submitted later.

b. Revised Information Report Form Proofs Approved

Minor corrections have been made in the revised proof copies on Forms 1, 1a, 1a-1, 1b and 1c. Proofs have been returned to the printers for accelerated production.

25X1A9A

Pending Actions

[] final, rather than preliminary preparation of [] by field activities will save 6,864 man hours annually valued at \$12,211.68. ✓ Through field teletyping of briefs ~~by~~ continuous direct image offset masters, current Headquarters reediting and retyping operations can be eliminated. This will save 624 man hours of editorial time and 6,240 man hours of typing time each year. Other benefits will result such as reduction of backlogs, elimination of premium charges for overtime, a more timely and legible brief, elimination of peak work loads, etc.

Products to be used in preliminary operational tests are being priced and initially tested in cooperation with [] and PSD/OL. An order for masters and ribbons will be placed soon. When operational tests have been completed and the new system is fully installed a more complete report will be made.

Completed Actions

Agency-Wide

25X1A9

Employee Suggestion #779 NCR Paper [] - A cash award of \$240.00 was approved by the Incentive Awards Committee based on Agency-wide adoption of an employee suggestion that NCR (No Carbon Required) Paper be used when applicable in snap-out and other specialty type form sets in lieu of the more conventional carbon interleaved sets. Application of the suggestion to 12 forms to date has resulted in an annual savings in the decollation and carbon paper disposal practices of 1772 man hours valued at \$3,544.00 which more than offset added procurement costs of \$2,046.82. Intangible benefits are being realized through better security, less weight and bulk affecting storage and shipping costs, greater cleanliness and special applicability in "Flow Systems." The suggestion is also applicable to other security agencies and referral to these agencies was so recommended. Mr. [] and I attended the committee meeting to verbally present the suggestion and answer technical questions.

25X1A9A

CONFIDENTIAL

General Information

25X1A9

1. Forms Authorized for Field Use. [] A - Supply Division request for clearances to ship 612 forms overseas to Station [] is still pending with little change, awaiting tardy OPI clearances.

25X1

2. Indexing the Authorized Overseas Use of Stocked Forms [] Little substantial progress has been made pending delayed OPI clearances. A

25X1A9

25X1A9A 3. Telephone Inquiries on Authorized Overseas Use of Stocked Forms [] - The Supply Operations Branch, Supply Division, OL requested clearance for the overseas usage of 43 forms. 42 were approved and one was disapproved.

25X1A9A 4. Forms Indices [] - Numerical, Functional, Stocked and Non-Stocked machine listings of all forms used by the Agency, current as of 31 March 1956, have been produced and distributed. MRD will now give priority toward the development and production of sample alphabetical and OPI form listings. These listings will provide increased flexibility from a reference standpoint thus enhancing the quality services provided by FMB to the whole Agency.

Pending Actions Summary

Type	DD/I	DD/P	DD/S	STOCK	TOTAL
New	1	4	6		11
Revision	2	4	7	4	17
Reprint				42	42
Total	3	8	13	46	70

Completed Actions Summary

Type	DD/I	DD/P	DD/S	STOCK	TOTAL	NUMBER OF COPIES
New	1	2	1	1	5	1,530,200
Revision	-	-	-	-	-	-
Reprint	1	2	6	1	10	44,750
Total	2	4	7	2	15	1,574,950

25X1A9

A

CONFIDENTIAL